



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Administrative Services Fiscal Services Division Accounting Services Section	Application Number <b>81-440-A</b>	
Application Number		Date Received <b>DEC 19 1983</b>	Date Completed <b>NOV 01 1984</b>
2. Person to Contact Clinton E. Thompson		Working Title Control Section Supervisor	Telephone Number 656-2507
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>81-440</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest <u>]98]</u>   Present		5. Records Series Title (followed by title used in office, if different) <u>Control Section Ledger Files</u>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <u>No Change</u>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <u>No Change</u>  Included are: Copies of FACS and grants general ledgers, journal vouchers, reports, interface between grants sub-system and FACS, and other related grants documents, as well microfilm copies; all EDP print-outs from the FACS and grants systems.  File is arranged: <u>No Change</u>			
8. Monthly Reference Rate One to six months old _____; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>occasionally</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>32 Cu. Ft.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? In other section of office (Grants Mgt. Section)
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years.   |
| c. Federal law           | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal retention requirements require that these records be maintained for a period of 3 years after date of submission of annual or final expenditure report or after final disposition of nonexpendable personal property. Some grants extend for three-year periods.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s) until State and Federal audits are completed; then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 6 \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Weyman Culp</i>	12/14/83	<i>Claudia Stipe</i>	12/14/83
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	
		Secretary of State/Designee	10/15/84
		Attorney General/Designee	11/26/84



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	<b>1. Agency Address</b> Department of Education Office of Administrative Services Fiscal Services Division Accounting Services Section	Application Number <b>81-440</b>	
Application Number		Date Received <b>NOV 16 1981</b>	Date Completed <b>DEC 16 1981</b>
<b>2. Person to Contact</b> Clinton E. Thompson		<b>Working Title</b> Control Section Supervisor	<b>Telephone Number</b> 656-2507
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
<b>4. Dates of Series</b> Earliest      Latest 1981      Present		<b>5. Records Series Title</b> (followed by title used in office, if different) Control Section Ledger Files	
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?  The control section is responsible for managing all accounting sub-systems that make up the general ledger, providing liaison between data processing and accounting and is the contact for audits, maintaining records needed to initiate audits.			
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Controlling accounting sub-systems.  Included are: Copies of FACS and grants general ledgers, journal vouchers, reports, interface between grants sub-system and FACS, and other related grants documents. All are EDP print-outs from the FACS and grants systems.  File is arranged: Chronologically by fiscal year; thereunder numerically by report numbers.			
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>30 Cu. Ft.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                                       |   |
|---------------------------------------|---|
| a. State Law _____ years.             | d. Audit period _____ years.                      |
| b. Statute of limitation _____ years. | e. Administrative need _____ years.               |
| c. Federal law _____ years.           | f. Federal retention instructions <u>5</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Some federal grants extend for up to three (3) years.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

After audit completion

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 8 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Wayman Culp</i>	<i>11/12/81</i>	<i>Walker L. Baumgardner</i>	<i>11-12-81</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Donald J. Smith</i>	<i>12-8-81</i>
		Secretary of State/Designee	
		<i>Carroll Hunt</i>	<i>12-7-81</i>
		Attorney General/Designee	
		<i>James H. Hays</i>	